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Wanted: SciTech News Editor

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Wanted: SciTech News Editor

The Science-Technology Division, the Chemistry Division, the Engineering Division, the Aerospace Section of the Engineering Division, the Materials Research and Manufacturing Section of the Chemistry Division of the Special Libraries Association are seeking a person to assume the duties of Editor of *SciTech News*, starting with the February 2009 issue. The publication is included in H.W. Wilson's Library Literature Index and has a circulation of approximately 1,300. The journal serves as a communication tool for the participating units and non-member subscribers, as well as an information clearinghouse, including articles (peer-reviewed and not), book reviews and other items of interest to the scientific and technical library community.

Responsibilities

The editor is responsible for the editing and the arrangement of materials submitted by the participating divisions, as well as for the procurement, editing and arrangement of additional materials obtained from other sources. The editor is also responsible for the accuracy and appearance of the completed issues and ensuring that the journal is published in accordance with the established publications schedule. Additional responsibilities include but are not limited to adhering to the budget, overseeing the financial status of the publication, maintaining the subscription list and mediating claims, and consulting with the participating divisions. The editor serves on the advisory boards of the Science-Technical Division and the Engineering Division as Bulletin Editor.

The position is part-time, with the bulk of the work occurring on a quarterly basis as issues are prepared for publication. Time spent on each issue will vary depending on the amount of material included and other factors.

Qualifications

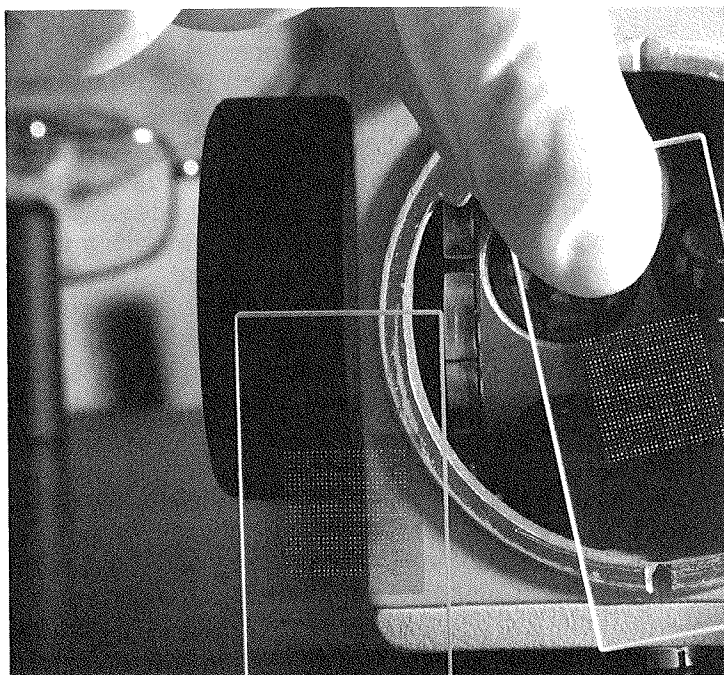
The editor should be experienced in the layout, formatting, design and editing of printed and online materials. The editor should have experience utilizing the skills and techniques required to locate and obtain additional sources, articles and related materials to enhance materials submitted by the participating divisions. Management and communication skills are required for working with division representatives, as well as outside contributors and advertisers. Ability to meet deadlines and manage budgets is essential to the successful completion of the editor's responsibilities. Skills in the area of visual appearance and content management are also required. A background in the sciences or engineering as well as familiarity with the literature of these disciplines is highly recommended. Membership in the Special Libraries Association and the Science-Technology Division will be required of the successful candidate.

A modest stipend will be provided. For additional information on the position or to submit a letter of interest outlining qualifications for the position, please contact:

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